THE WOODLANDS TOWNSHIP BOARD OF DIRECTORS

REGULAR BOARD MEETING

JANUARY 25, 2012

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY

The Board of Directors of The Woodlands Township met in regular session, open to the public, on January 25, 2012, posted to begin at 5:00 p.m. The meeting was held at the office of The Woodlands Township, Town Hall, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

DIRECTORS PRESENT: Chairman Bruce Tough, Vice Chairman Lloyd Matthews, Secretary Claude

Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell and

Director Peggy Hausman

DIRECTORS ABSENT: None

STAFF/ADVISORS: Don Norrell, President/General Manager, Monique Sharp, Assistant General

Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary

Connell, Community Relations Manager, Mike Page, Legal Counsel

ITEM #1 PLEDGE OF ALLEGIANCE:

Director Campbell led the Pledge of Allegiance to the United States flag and Texas State flag.

ITEM #2 CALL MEETING TO ORDER;

Chairman Tough called the meeting to order at 5:00 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

ITEM #3 CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA;

MOTION: Motion by Director Blair, second by Secretary Hunter to adopt the agenda as presented.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

ITEM #4 RECOGNIZE PUBLIC OFFICIALS;

No public officials were recognized.

ITEM #5 PUBLIC COMMENT;

- <u>James Noack</u>-2 Dancing Breeze Place-yielded time to Jessica Lemmons to speak about recreational facilities development-sports fields;
- <u>Jessica Lemmons-</u>88 Acrewoods Place; President, Oak Ridge Woodlands Area Little League (ORWALL) requested to speak after presentation of item regarding recreational facilities development-sports fields

ITEM #6 RECEIVE AND CONSIDER THE LAW ENFORCEMENT REPORT;

Marian Leck presented the following law enforcement report:

- <u>Crime Status and Trends:</u> 35% decrease in burglary of building, business, habitation and motor vehicles, auto theft and criminal mischief; Harris County reported thirteen burglary of motor vehicle incidents in the month of December;
- <u>Notable Arrests:</u> MCSO arrested suspects involved in a purse snatching at The Woodlands Mall; two suspects arrested for burglary of a motor vehicle; a male subject was arrested for felony 3 theft and possession of stolen property;
- 2011 South Montgomery County Jail Annex: a total of 2,578 people booked in 2011

<u>ITEM #7 RECEIVE AND CONSIDER REPORTS FROM VILLAGE ASSOCIATION</u> REPRESENTATIVES;

Reports were provided by the following Village Association (VA) representatives:

- Alden Bridge-Steve Leakey reported that Sgt. Paul Cassidy presented a brief law enforcement report; Jace Houston, Deputy GM of San Jacinto River Authority (SJRA) gave an update on future water plans; Board passed unanimously a resolution regarding FM 2978 road construction; Chuck Hoffheiser appointed to the Law Enforcement Advisory Council;
- <u>Cochran's Crossing VA-</u>Stuart Schroeder reported that Jim Goldmeyer, Board Treasurer, was involved in a motorcycle accident and is recovering in the hospital; law enforcement report received from Sgt. Paul Cassidy; thanked Directors Campbell and Hunter for their attendance at VA meeting; VA entering The Woodlands Marathon Village Cheer Challenge; Board members brainstorming ideas to improve the village; sending a couple of delegates to participate in The Woodlands Joint Powers Agency water focus group; discussed improvements to village website; seeking volunteers for the Spring Flea Market to be held March 24, 2012;

- Indian Springs VA-Amy Lecocq reported that Jace Houston, Deputy GM of SJRA, made a
 presentation on future water plans; Board member Richard Stromack gave a photo presentation
 on reforestation related to the drought situation; Board approved scholarship applications, voted
 to participate in the Village Cheer Challenge for The Woodlands Marathon using the theme "Hats
 Off"; participated in Arbor Day; DSC voted to permit three (3) signs to be posted in store front
 windows;
- <u>Sterling Ridge VA-</u>Anthony Fasone reported that a "thank-you" letter was received from Magnolia ISD for a donation made to a Smith PTO-money will be used toward a guest speaker on Texas Animals and Endangered Species; appointed Tabitha Lenox, PR Chair for the VA; may need to find a new location to hold village meetings due to changes in library rules; Senator Williams to intercede with TXDOT on FM 2978 noise study; village will participate in Cheer Challenge, GreenUp/3R Bazaar, and anticipate taking part in the 4th of July Parade for the first time;
- College Park VA-no report;
- Grogan's Mill VA-no report;
- Creekside Park VA-no report;
- Panther Creek VA-no report

CONSENT AGENDA:

(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)

ITEM #8 RECEIVE, CONSIDER AND ACT UPON THE CONSENT AGENDA;

- (a) Approve minutes of the December 14, 2011 Special Board Meeting of the Board of Directors of The Woodlands Township:
- (b) Approve boat rental fees and operating schedule for Riva Row Boat House and rental fees and operating schedule for The Woodlands Township Recreation Center;
- (c) Approve 2012 aquatics fees and operating schedule of the community pools;
- (d) Approve renewal of a Service Agreement with the Panther Creek Village Association for the Flea Market:
- (e) Adopt an Order Establishing a Records Management Program and Designating a Records Management Officer;
- (f) Approve and authorize execution of a Joint Election Agreement with Montgomery County, Texas and possibly other jurisdictions;
- (g) Approve and authorize execution of an Election Services Agreement with Montgomery County, Texas:
- (h) Authorize execution of an agreement with Premier Election Systems for lease of direct recording electronic voting machines;
- (i) Authorize preparation and submission of changes in election procedures to the Attorney General of the United States in accordance with Section 5 of the Voting Rights Act of 1965, as amended;
- (j) Renew Service Agreements with The Woodlands Township Village Associations;

- (k) Award bid for Concession Stand Operations at Bear Branch Park, Alden Bridge Sports Park, Rob Fleming Aquatic Center and selected programs;
- (I) Approve purchase of Tahoe vehicles for Montgomery County Sheriff's Office;
- (m) Approve purchase of two fire apparatus from Martin Apparatus, Inc. in the amount of \$1,969,282;
- (n) Approve disposition of surplus property;
- (o) Approve joint funding for reforestation of Player Golf Course reserve

MOTION: Motion by Director Campbell, second by Vice Chairman Matthews to approve the Consent Agenda;

VOTE:

Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None

Absent: None

ACTION: Motion passed unanimously.

An Order Establishing a Records Management Program and Designating a Records Management Officer is attached hereto as Exhibit "A."

BRIEFINGS:

ITEM #9 RECEIVE AND CONSIDER A PRESENTATION OF A QUARTERLY UPDATE FROM THE WOODLANDS CONVENTION AND VISITORS BUREAU:

Nick Wolda, President of The Woodlands Convention and Visitors Bureau, informed the Board that double digit growth in both sales tax and hotel tax revenue was seen in 2011. Mr. Wolda's presentation highlighted efforts in Communication Outreach, Visitor Services, Media Activity and Public Relations, Destination Marketing, and Group Sales. The Board was provided updates on the Waterway Cruisers and Special Events on the Waterway such as Fourth of July, Live @ Night, Movie Night, and Trick or Treat Trail. Mr. Wolda also commented on the CVB's Advertising and Marketing efforts and Business Development efforts. Lastly, Mr. Wolda gave an update on the following holiday events: Ice Rink, Winter Wonderland and International Winter on the Waterway. No action was needed on this item.

REGULAR AGENDA:

ITEM #10 RECEIVE, CONSIDER AND ACT UPON THE FINANCIAL REPORT;

Monique Sharp presented the Financial Report and referred the Board to handout material containing the preliminary General Purpose Statements as of and for the eleven months ended November 30, 2011. After a review of the combined Financial Statements and Monthly Investment Report, a report on the General Fund Budget vs. Actual was presented. Ms. Sharp then reported on sales tax collections, hotel occupancy tax collections, and property tax collections. Board discussion followed. Chairman Tough then called for a motion and second to approve the Financial Report.

MOTION: Motion by Treasurer Robb, second by Director Blair to approve the financial report as presented.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter
Treasurer Robb
Director Blair
Director Campbell
Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

The Financial Report is attached hereto as Exhibit "B."

ITEM #11 RECEIVE, CONSIDER AND ACT UPON A PRESENTATION REGARDING RECREATIONAL FACILITIES DEVELOPMENT-SPORTS FIELDS AND APPROVE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$50,000 TO EVALUATE THE FEASIBILITY OF SITE A AND SITE D FOR THE DEVELOPMENT OF SPORTS FIELD COMPLEXES; SOLICIT QUOTES FOR ADDING SPORTS FIELD LIGHTS AND SOLICIT QUOTES TO REPLACE NATURAL GRASS WITH ARTIFICIAL TURF ON SUITABLE SELECTED SPORTS FIELDS;

John Powers provided a brief overview of three sites that the 2011 Parks and Recreation Needs Assessment Study had identified. A fourth site was also reviewed that might also meet several of the indentified needs addressed in the Needs Assessment Study.

Following Mr. Powers comments, Public Comment was received from Jessica Lemmons, President of Oak Ridge Woodlands Area Little League (ORWALL). Ms. Lemmons requested that the Board provide financial assistance in order to build additional sports fields on county land leased by ORWALL. Following Ms. Lemmons presentation and Board discussion, it was recommended that ORWALL prepare a written proposal for submission to the Board for future consideration.

MOTION: Motion by Vice Chairman Matthews, second by Director Blair to approve expenditure of an amount not to exceed \$50,000 to evaluate the feasibility of Site A and Site D for the development of sports field complexes; solicit quotes for adding sport field lights to Harper's Landing Park and Creekwood Park; and solicit quotes to replace natural grass with artificial turf on suitable selected sports fields at Bear Branch Sports Park and Alden Bridge Sports Park and return to the Board in May with the results of each option for consideration.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

ITEM #12 RECEIVE, CONSIDER AND ACT UPON A PRESENTATION ON URBAN SPEED LIMIT REQUIREMENTS AND OTHER POSSIBLE ROAD NOISE MITIGATION MATTERS AND CONSIDER

ADOPTING A LETTER TO THE TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) FROM THE WOODLANDS TOWNSHIP, THAT SUPPORTS VILLAGE ASSOCIATION RESOLUTIONS REQUESTING EVALUATION AND IMPLEMENTATION OF EFFECTIVE ROADWAY SOUND MITIGATION MEASURES BY THE TEXAS DEPARTMENT OF TRANSPORTATION;

Chairman Tough referred the Board to a letter written by Don Norrell to the TxDOT in support of two resolutions adopted by the Villages of Alden Bridge and Sterling Ridge in The Woodlands Township regarding the proposed widening of FM 2978. Mr. Norrell requested that TxDOT conduct sound measurements in the neighborhoods adjacent to FM 2978.

As there was no further discussion needed on this item, the Chair called for a motion and second as follows.

MOTION: Motion by Director Blair, second by Director Campbell to approve a letter to the Texas Department of Transportation from The Woodlands Township that supports Village Association resolutions requesting evaluation and implementation of effective roadway sound mitigation measures by the Texas Department of Transportation.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

ITEM #13 RECEIVE, CONSIDER AND ACT UPON A PRESENTATION OF A PROPOSAL FOR A 2012 RESIDENT SURVEY AND AUTHORIZE STAFF TO POST A REQUEST FOR PROPOSAL (RFP) TO SELECT A RESIDENT SURVEY CONSULTANT;

<u>MOTION:</u> Motion by Director Blair, second by Director Hausman to approve a proposal for the 2012 Resident Survey and to authorize staff to post a RFP to select a resident survey consultant.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

ITEM #14 RECEIVE, CONSIDER AND ACT UPON A DROUGHT PRESENTATION FOR THE WOODLANDS TOWNSHIP;

Chairman Tough informed the Board that no action would be taken on this item at this time.

ITEM #15 RECEIVE, CONSIDER AND ACT UPON AUTHORIZING A GUARANTEED MAXIMUM PRICE (GMP) WITH DUROTECH FOR CENTRAL FIRE STATION CONSTRUCTION IN THE AMOUNT OF \$\$6,665,000 PLUS \$53,000 FOR ALTERNATE 1-FUTURE EXPANSION BUILD-OUT AND \$7,960 FOR ALTERNATE 2-MONUMENT WATER FEATURE, FOR A TOTAL OF \$6,725,960 AND APPROVE A BUDGET ADJUSTMENT FOR THAT AMOUNT;

<u>MOTION:</u> Motion by Vice Chairman Matthews, second by Secretary Hunter to authorize a Guaranteed Maximum Price (GMP) with Durotech for Central Fire Station construction in the amount of \$6,665,000 plus \$53,000 for Alternate 1-future expansion build-out and \$7,960 for Alternate 2-monument water feature, for a total of \$6,725,960 and approve a budget adjustment for that amount and authorize the President/General Manager to execute documents in connection therewith.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

SUPPLEMENTAL AGENDA:

ITEM #16 RECEIVE, CONSIDER AND ACT UPON CALLING DIRECTORS ELECTION TO BE HELD ON MAY 12, 2012 AND DETERMINING PROCEDURE OF GIVING NOTICE OF SAME;

Note: The following three (3) items connected to item #16 were taken under one motion and second.

- RECEIVE, CONSIDER AND ACT UPON CALLING DIRECTORS ELECTION TO BE HELD ON MAY 12, 2012, AND DETERMINING PROCEDURE OF GIVING NOTICE OF SAME, AND THE ADOPTION OF AN ORDER IN CONNECTION THEREWITH;
- <u>CONSIDER AND ACT UPON APPOINTMENT OF AN AGENT FOR THE TOWNSHIP IN CONNECTION WITH THE DIRECTORS ELECTION; AND</u>
- CONSIDER AND ACT UPON COMPENSATION TO BE PAID TO ELECTION OFFICIALS;

MOTION: Motion by Director Blair, second by Director Campbell to 1) Call a Directors Election to be held on May 12, 2012 and determine procedure for giving notice of same and adopt an Order in connection therewith; 2) Appoint an agent for the Township in connection with the Directors Election; and 3) Approve compensation to be paid to election officials.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

An Order Calling Directors Election is attached hereto as Exhibit "C."

REGULAR AGENDA CONT.:

ITEM #17 RECEIVE, CONSIDER AND ACT UPON PRESENTATIONS AND APPROVAL OF 2012 PARKS AND RECREATION CAPITAL IMPROVEMENT PROJECTS AND;

- a.) APPROVE THE 2012 PARKS AND RECREATION CAPITAL PROJECTS SCHEDULES AND BUDGETS AS SUBMITTED AND AUTHORIZE THE PRESIDENT/GENERAL MANAGER TO APPROVE ALL INVOICES, PROGRESS PAYMENTS, DRAWS AND REIMBURSEMENTS FOR NEW PARK AND PATHWAY PROJECTS IN ACCORDANCE WITH AN AGREEMENT WITH THE WOODLANDS LAND DEVELOPMENT COMPANY, PROVIDED THE AMOUNTS ARE WITHIN THE APPROVED BUDGETS AND THE PROJECTS ARE WITHIN THEIR SCOPE AS PRESENTED;
- b.) <u>AUTHORIZE AN AMENDMENT TO THE 2012 CAPITAL BUDGET IN CONNECTION THERE-WITH TO ACCOUNT FOR 2011 CAPITAL BUDGET CARRYOVERS;</u>

As there was no further discussion on this item, Chairman Tough called for a motion and second on the above items as follows:

MOTION: Motion by Vice Chairman Matthews, second by Director Blair to a) Approve the 2012 Parks and Recreation Capital Projects schedules and budgets as submitted and authorize the President/General Manager to approve progress payments, draws, invoices, and reimbursements for new park and pathway projects in accordance with an agreement with The Woodlands Land Development Company, provided the amounts are within the approved budgets and the projects are within their scope as presented and; b) Authorize an amendment to the 2012 Capital Budget in connection therewith to account for 2011 Capital Budget carryovers.

VOTE:

Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None

Absent: None

ACTION: Motion passed unanimously.

ITEM #18 RECEIVE, CONSIDER AND ACT UPON AWARD OF BIDS FOR SAWMILL PARK AND APPROVE A BUDGET ADJUSTMENT IN CONNECTION THEREWITH;

John Powers presented a brief overview of several options for the Board to consider for the renovation of Sawmill Park and the budget shortfalls for each option. Mr. Powers also discussed possible funding sources available for the project. Board discussion followed.

<u>MOTION:</u> Motion by Director Blair, second by Vice Chairman Matthews to a) Authorize the President/General Manager to execute a Construction Agreement with FairWeather in the amount of \$905,054.90 for the renovation of Sawmill Park as presented; and b) Authorize a 2012 budget adjustment in connection therewith, totaling \$508,566.29 to fund expenditures related to the renovation of Sawmill Park by transferring monies from the capital reserve account to the Sawmill Park capital project.

VOTE:

Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

ITEM #19 RECEIVE, CONSIDER AND ACT UPON THE 2012 WORK PLAN AND BUDGET ATTACHMENT TO THE PARTNERS FOR STRATEGIC ACTION (PSA) PROFESSIONAL SERVICES AGREEMENT FOR GOVERNANCE PLANNING SERVICES AND AUTHORIZE THE PRESIDENT/GENERAL MANAGER TO EXECUTE THE PSA CONTRACT ATTACHMENT IN CONNECTION THEREWITH;

<u>MOTION:</u> Motion by Director Blair, second by Secretary Hunter to approve the 2012 Work Plan and Budget attachment to the Partners for Strategic Action (PSA) Professional Services Agreement for governance planning services and authorize the President/General Manager to execute the PSA contract attachment in connection therewith.

VOTE:

Aves: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None Abstentions: None Absent: None

ACTION: Motion passed unanimously.

ITEM #20 RECEIVE, CONSIDER AND ACT UPON A PRESENTATION BY PARTNERS FOR STRATEGIC ACTION ON THE RESULTS OF THE FINANCIAL MODEL, ACCEPT THE RESULTS OF THE FINANCIAL MODEL AND AUTHORIZE THE CONSULTANTS TO PROCEED WITH THE COMMUNITY OUTREACH PROGRAM;

Don Norrell informed the Board that the financial consultants, Economic & Planning Systems, Inc., need to do additional work before presentation to the Board. It was requested that the Board defer this item until the February Board meeting.

MOTION: Motion by Secretary Hunter, second by Vice Chairman Matthews to table this item until the

February Board meeting.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter
Treasurer Robb
Director Blair
Director Campbell
Director Hausman

Nays: None
Abstentions: None
Absent: None

ACTION: Motion passed unanimously.

ITEM #21 RECEIVE, CONSIDER AND ACT UPON NOMINATION OF CLAUDE HUNTER FOR CENTER FOR HOUSTON'S FUTURE LEADERSHIP FORUM;

Don Norrell informed the Board that the Center for Houston's Future invited The Woodlands Township to nominate a candidate for participation in the Spring 2012 Business/Civic Executive Leadership Forum. Secretary Hunter indicated his interest in participating in the Leadership Forum. Mr. Norrell noted that nomination does not guarantee selection to participate in the forum. The Center for Houston's Future will make the selection in the near future.

<u>MOTION:</u> Motion by Vice Chairman Matthews, second by Director Blair to approve nomination of Director Claude Hunter for the Center for Houston's Future Spring 2012 Business/Civic Executive Leadership Forum.

VOTE:

Ayes: Chairman Tough

Vice Chairman Matthews

Treasurer Robb
Director Blair
Director Hausman
Nays: Director Campbell
Abstentions: Secretary Hunter

Absent: None

ACTION: Motion passed.

CLOSED MEETING (IF APPLICABLE):

ITEM #22 RECESS AT 6:17 P.M. TO EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO REAL PROPERTY PURSUANT TO \$551.072, TEXAS GOVERNMENT CODE; DELIBERATION OF ECONOMIC DEVELOPMENT NEGOTIATIONS PURSUANT TO \$551.087, DISCUSS PERSONNEL MATTERS PURSUANT TO \$551.074; TEXAS GOVERNMENT CODE, AND TO CONSULT WITH THE WOODLANDS TOWNSHIP'S ATTORNEY CONCERNING PENDING LITIGATION PURSUANT TO \$551.071, TEXAS GOVERNMENT CODE;

ITEM #23 RECONVENE IN PUBLIC SESSION AT 6:50 P.M.;

Chairman Tough announced that it would not be necessary to take action at this item on items discussed during Executive Session.

DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:

<u>ITEM #24 CONSIDERATION OF ITEMS TO BE PLACED ON THE AGENDA FOR NEXT MONTH'S MEETING;</u>

 Director Campbell requested that the Township Board consider a request from the Audit Committee to review and respond to any potential actions to improve transparency of Service Agreements.

ITEM #25 BOARD ANNOUNCEMENTS:

 Chairman Tough reminded the Board that a reception for community volunteers was being held in the Commons area this evening.

ITEM #26 PUBLIC COMMENT; AND

There was no public comment.

ITEM #27 ADJOURNMENT:

MOTION: Motion by Secretary Hunter, second by Director Blair to adjourn the meeting at 6:52 p.m.

VOTE: Ayes: Chairman Tough

Vice Chairman Matthews

Secretary Hunter Treasurer Robb Director Blair Director Campbell Director Hausman

Nays: None

Abstentions: None

Absent: None

ACTION: Motion passed unanimously.

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Claude Hunter

Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

EXHIBIT "C"

*To view Exhibits, please contact the Records Management Analyst at 281-210-3800.